



The EAA is committed to being a system of high-performing schools and not a school system. We believe that ALL of our students can and will achieve. We are always looking at ways to improve while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Currently, the EAA contains fifteen schools of which twelve are direct-run and three are operated by a charter.

Position Title: Public Relations Specialist

Supervisor: Executive Director of Communications (EDC)

Purpose of position

The public relations specialist will be assigned to assist the EDC with EAA communications projects and **Safe Schools/Healthy Students (SS/HS)** project manager with the coordination of all communications as it relates to the SS/HS program.

Primary responsibilities include but are not limited to the following:

- Assist with developing and writing press releases, web copy, letters and memos for the EAA and SS/HS
- Assist with creating and updating SS/HS templates for distribution
- Create and maintain press kits for the EAA and SS/HS
- Help with planning and executing EAA and SS/HS special events
- Ability to coordinate calendar, meetings, special projects, etc. related to the EAA and SS/HS
- Assist with updating and monitoring monthly reporting mechanisms for SS/HS
- Assist with developing the SS/HS communication model and ensure it's consistent and integrated within the EAA's communication plan.
- Assists with public presentations concerning SS/HS
- Collect and maintain historical records about the initiative and organize for future use.
- Organize and coordinate trainings offered by SSHS.
- The position will include administrative duties for SS/HS such as: data entry, updating databases, filing, etc.
- All other duties as assigned must be directly related to the EAA and SS/HS goals, objectives and activities and approved by his/her supervisors.

Experience/Education:

Ideal candidate should have a Bachelor's degree in Journalism, Communications, Public Relations, Marketing, or related Business Major.

- Strong written and verbal communication skills
- Person should be enthusiastic, professional, and able to work independently

Qualifications:

- At least two years of experience in public relations
- Excellent computer skills and proficient with Microsoft Office Suite
- Strong attention to detail
- Self-starter and highly motivated
- Strong verbal and written communication skills
- Ability to manage multiple projects

Filing Deadline: Posted until filled
Salary: Commensurate with experience
Length of work year: Six (6) Months

Method of Application: All interested candidates should submit a current resume via e-mail to:

Mario Morrow
Executive Director of Communications and Government Affairs
Education Achievement Authority of Michigan
300 River Place, Suite 3600
Detroit, MI 48207
By email: mmorrow@eaaofmichigan.org

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